



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

**ORIGINAL ORDER**

REPLY REFER TO  
DivO 1050.10K  
Adj

DIVISION ORDER 1050.10K

From Commanding General  
To: Distribution List

LEAVE AND LIBERTY

- (a) MCO P1050.3G
- (b) COMNAVFORJAPINST 1700.13F
- (c) MARCORBASEJAPANO 5800.9A
- (d) MARCORBASEJAPANO 5800.8
- (e) MARCORBASEJAPANO 1050.3
- (f) MCBJ/III MEF Policy Memo 1-98
- (g) FORO 1050.1J

Encl (1 Sample Emergency Leave Request

Purpose To publish leave and liberty policies within 3d Marine Division

2 Cancellation. DivO 1050.10J.

3. Background. References (a) through (g) contain instructions with respect to leave and liberty policies and programs for the Marine Corps and the Pacific area. This Order deals specifically with the established leave and liberty policies of this command.

a. Information Applicable While in a Leave Status. Military police, shore patrols, security police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized and encouraged to take preventive or corrective measures, including apprehension, in the case of any Armed Forces personnel guilty of committing a breach of the peace, disorderly conduct, or any other offense which reflects discredit upon the Armed Forces.

b. Instructions Concerning Emergency Medical or Dental Treatment. Marines on leave or liberty requiring hospitalization will immediately notify their commanding officer or the nearest Marine Corps activity or representative and request instructions. The Leave Authorization Form (NAVMC 3) will be annotated to show the doctor's signature, the place hospitalized the time and date of admission, the time and date of release, and the diagnosis. If traveling under orders, a statement from the attending physician containing the aforementioned information shall be obtained by the Marine concerned for delivery to the commanding officer.

4. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed.

5. Policy. Leave and Liberty will be granted per references (a), (b), (g) and this Order.

6. Annual Leave. Annual leave is granted under the condition that the individual can return to duty at the place and time specified in the leave authorization. It is the member's responsibility to have sufficient funds to defray all expenses, including transportation. While a member may obtain space

required return transportation assistance from any uniformed services installation, the cost of such transportation is subject to lump-sum checkage from the member's pay account. In addition, a member may be subject to disciplinary action if the transportation arranged does not ensure the member's arrival at the command prior to the expiration of leave.

a. Number of Personnel on Leave. There is no firm rule regarding the percentage of personnel who may be on leave at any one time. Leave should be spread throughout the year with the number of Marines on leave distributed so that the effectiveness of the command will not be impaired.

b. Eligibility. There is no minimum time-on-station requirement for approval of leave.

c. Leave Extensions. Commanding Officers are the approving authority for granting extensions of emergency leave and annual leave for members of their organization.

d. Leave for Personnel on Accompanied Tours. There are no limitations on the amount of annual leave personnel serving on accompanied tours may take except those imposed by reference (a) and by individual commanders for readiness or operational reasons.

e. Leave for Personnel on Unaccompanied Tours. Per reference (g), leave periods for unaccompanied personnel shall not exceed 14 days. For leave in the Continental United States (CONUS), to allow for travel time and a full two weeks at the leave destination, an additional four days are authorized for a total of 18 days. Organizational commanders are authorized, on a case-by-case basis, to grant additional leave when circumstances warrant.

f. Leave for Personnel Participating in the Unit Deployment Program (UDP). UDP commanders may grant annual leave for their personnel while deployed in WESTPAC.

7. Emergency Leave. Paragraph 2012 of reference (a) states the circumstances under which personnel are entitled to emergency leave. Commanders will be guided by these criteria when recommending emergency leave. Individuals requesting emergency leave will submit enclosure (1) via their chain of command to this Headquarters (DivAdj) for final determination.

8. Environmental and Moral Leave (EML) Program. The EML Program was established by DOD to provide space available transportation aboard military owned or controlled aircraft for leave from overseas installations where adverse environmental conditions exist. Members of the 3d Marine Division and command sponsored dependents are authorized to participate in EML subject to the limitations and restrictions contained in references (b) and (g).

9. Regular Liberty. Regular liberty should normally be granted from the end of normal working hours to the commencement of working hours on the next working day. On weekends, this regular liberty should normally be authorized to commence at the end of working hours on Friday until commencement of normal working hours on the following Monday. For Marines on shift work, equivalent schedules should be arranged, though the days of the week may vary. Regular liberty periods shall not exceed two days in length, except in the case of holiday weekends and holiday periods specifically extended by the President of the United States.

10. Special Liberty. Leave and special liberty shall not normally be combined in continuous absence from the duty station, nor should they be effective in succession or series through the commencement of one immediately upon return to duty from the other except as outlined in paragraph 10d below.

a. Three Day Special Liberty. A three day special liberty is a liberty period designed to give a service member three full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the fourth day. (e.g., from Monday evening until Friday morning, or from Friday evening until Tuesday morning).

b. Four Day Special Liberty. A four day special liberty is a liberty period designed to give a service member four full days absence from work or duty, usually expiring with the start of normal working hours on the fifth day, and including at least two consecutive non-work days, (e.g. from Wednesday evening until Monday Morning).

c. Liberty periods shall not be effective in succession or used in series through recommencement immediately after return to duty.

d. Leave and special liberty may only be combined when the Marine will physically be within the 24 hour liberty limits (as established by the local commander) and available for recall to duty during the special liberty period. When combined with special liberty, Marines will not be charged annual leave during the special liberty period provided they are within the specified liberty limits.

## 11 Liberty Limits

a. Overnight liberty includes the main island of Okinawa only.

b. Weekend liberty and three and four-day special liberty includes all islands in the Ryukyu chain and mainland Japan.

12. Conduct. The conduct and decorum of all Division personnel during liberty hours must be given the utmost attention. Adverse actions on the part of Marines on liberty can seriously impair American relationships with all friendly countries where Division Marines are authorized liberty. All individual Marines will read, become familiar with and adhere to the policies and procedures outlined in reference (f) concerning the CG III MEF Liberty Campaign Plan.

a. Liberty Risks. A "liberty risk" is defined as a member of this command who has been designated as such by the member's Regimental or Battalion commander.

b. For detailed instructions regarding the Liberty Risk Program refer to reference (e).

  
W. X. SPENCER  
Chief of Staff

DISTRIBUTION: A/D

DivO 1050.10 K  
10 MAY 1993

SAMPLE EMERGENCY LEAVE REQUEST

Organization. \_\_\_\_\_  
Name: \_\_\_\_\_ Rank: \_\_\_\_\_ SSN: \_\_\_\_\_  
MOS: \_\_\_\_\_ Component: \_\_\_\_\_ EAS: \_\_\_\_\_  
RTD: \_\_\_\_\_ Accom: \_\_\_\_\_ Unaccomp \_\_\_\_\_

Leave balance as of last LES: \_\_\_\_\_ Days: \_\_\_\_\_  
Extension O/S tour pending: NO YES  
Legal Hold/Confined: NO YES

Name/Relationship/SSN/ Passport No# of depns traveling W/SNM

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\_\_\_\_\_  
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\_\_\_\_\_

Name/Relationship/Address/Phone #/NOK \_\_\_\_\_  
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Leave Address/phone # \_\_\_\_\_  
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Red Cross Message # and brief paraphrase of situation:

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\_\_\_\_\_

\_\_\_\_\_  
SNM

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Date: \_\_\_\_\_

FIRST ENDORSEMENT

From Commanding Officer, \_\_\_\_\_  
To: Commanding General, 3d Marine Division  
Subj REQUEST FOR EMERGENCY LEAVE

1 Forwarded, recommending approval disapproval

Commanding Officer Signature

ENCLOSURE (1